



Driver & Vehicle
Standards
Agency

Prosecution and Fixed Penalty Admin Officer

Reference: 319827

Closing Date: 05/11/2023

Location: Bristol or
Chadderton

Salary: £23,847

External recruits will almost always be brought in on the minimum salary scale. Cross civil service transfers and promotions are subject to separate provisions.



Helping you **stay safe** on **Britain's roads**

DVSA - who we are

Great Britain's roads are among the safest in the world.

At the Driver and Vehicle Standards Agency (DVSA), we play a vital role helping millions of people stay safe on our roads – our vision is safer drivers, safer vehicles and safer journeys for all.

What we do

We help millions of people every year. We make sure learners are safe to drive, by approving driving instructors and conducting driving and theory tests. We help people keep their vehicle safe to drive by approving MOT testers and inspecting vehicles. And our teams help protect the public from unsafe vehicles and drivers through roadside enforcement activities.



1.9 million

driving tests each year



38.5 million

MOT certificates issued each year



2 million

theory tests each year



31,958

defective vehicles discovered each year

Why join DVSA?

“To make our vision a reality, we need you to join us. Our ambitious plans rely on skilled people like you.”

This is an exciting opportunity to join the Driver and Vehicle Standards Agency (DVSA), and help us to help everyone stay safe on Britain’s roads for a life time of driving.

With the recent launch of the Enforcement strategy, this is an exciting time for you to join one of DVSA’s Enforcement teams.

There are several varied functions that make up Enforcement which range from front line activities, to office-based function support. Our approach is being clear about road safety standards. We use intelligence and data to target non-compliance across all the schemes we enforce so that our enforcement activity helps everyone stays safe on Britain’s roads. We value our staff and we know the importance of the work we do and we are proud of our contribution to road safety.

At the heart of our strategy is our ambition is that all enforcement activity is delivered by our well-trained, highly-skilled people who are trusted and respected throughout the industry. We are focusing on our current training and development programme to ensure that everyone has the skills and capability to undertake their roles.

We have several options available including an extensive apprenticeship programme and access to learning and development opportunities to progress your career. We offer attractive pension options, a work and life balance and a number of wellbeing initiatives.

If you feel you can make a difference in Enforcement please apply, we look forward to you joining us in ‘making every journey safer’.



Marian Kitson

Director of Enforcement

Working at DVSA

We offer a wide range of employee benefits, such as:

Personal development	Rewards	Great work/life balance
Access to in-role apprenticeships up to level 7	Employer pension contribution rate of up to 30.3%	Fast, modern IT kit and phones enabling seamless working from home and collaboration across the agency
Study leave	Tax free childcare scheme	Generous parental and carer schemes
3 paid volunteer days per year	25 days annual leave, increasing on a sliding scale up to 30 days. Plus 8 public holidays and one further day of paid privilege entitlement to mark the King's Birthday.	Flexible working, including part-time working and job share options
Individual Personal Development Plans	Special recognition awards	Free health checks including workplace adjustments
Minimum of 5 funded training days per year, plus 6-month development opportunities	Cycle to work scheme	Help and support with your home and work life, and wellbeing

You can find out more about working with us on the Department for Transport careers website: <https://careers.dft.gov.uk/our-dft-family/driver-vehicle-standards-agency/>

Diversity and equality

The Civil Service is committed to becoming the most inclusive employer in the UK.

At DVSA, you'll be part of an innovative organisation that invests in all our people, ensuring we have the diverse skills to deliver transport that moves Britain ahead now and into the future.

We welcome applications from every part of the community. We're particularly interested to hear from Black, Asian, and Minority Ethnic people, women, disabled people and those who identify as LGBT+. We believe everyone is involved in making DVSA an inclusive and great place to work.

The Civil Service strives to have diversity and promotes equal opportunities for all. There is a Disability Confident Scheme (DCS) for candidates with disabilities who meet the essential criteria.

For more information on Civil Service Recruitment Principles, see the [Civil Service Commission](#) website.

Why DVSA?

Our vision is to support and develop everyone who works for us. Our passion for diversity and equality helps us create a positive working culture for all employees, and we're friendly, welcoming, respectful and full of opportunities for professional and personal development.

As well as being a DCS employer, we are proud to be members of the Business Disability Forum, The Prince's Responsible Business Network, ENEI and Employers for Carers.



About the job

As a Prosecution and Fixed Penalty Admin Officer, you will play an integral part in preparing a range of documents so they can be presented at court when required.

The role holder is required to have excellent attention to detail which ensures all information is accurate and produced within agreed timelines. This role will mean sometimes acting on behalf of the Secretary of State for Transport so being able to remain professional is an essential attribute required.

The successful candidate will be expected to manage their time effectively to ensure that all Fixed Penalty notices have been registered and the relevant reports are accurate. Processing invoices and collaborating with other team members to confirm all payments are up to date is also a key element to this position and there is an expectation to support the team in dealing with the internal and external mail, ensuring that all mail goes to the correct departments.

Activities may include:

- On a rota basis, work as part of a team to deliver an efficient service to support the Roadside Enforcement Fixed Penalties activities of DVSA:
 - Process and action regular reports, including generating and sending appropriate letters and proformas
 - Refer relevant matters to the DVSA's Regional Intelligence Unit
 - Manage the driver database for repeat offenders
 - Register unpaid Fixed Penalty notices at the relevant court in England and Wales
 - Refer matters requiring further investigation to the appropriate DVSA enforcement Area.
- Accept receipt of new prosecution cases submitted via an IT system, quality assure case papers for consistency and required evidence, reject and return case papers of an inferior quality.
- Prepare accurate summonses or postal charges and related documentation for cases to be presented at court.

- Manage individual case load on a daily basis by using IT diaries to ensure that legislative deadlines are met as well as internal and external SLA's.
- Process payments relating to court costs and solicitor invoices. Also, identify and chase any outstanding.
- Liaise with contracted solicitors and DVSA enforcement staff with respect to specific cases and appoint legal representation in the event of an appeal against a court decision.
- Book hearing dates at specified Magistrates' Courts, liaising between courts and DVSA staff.
- Liaise with relevant police forces to notify them of DVSA proceedings.
- The post holder is involved in a team meeting once a month to discuss best practice and any other team issues.
- To consider all correspondence in accordance with FOI and DPA Legislation.
- Execute own responsibilities effectively and in line with DVSA policies and processes, ensuring that daily tasks and activities are delivered against agreed objectives.

Leadership

- Act with honesty and integrity upholding the reputation of the Agency, Department and Civil Service.
- Where necessary work in collaboration with colleagues across all functions for the good of DVSA and to create a high performing and well-respected Agency.

Internal and External Relationships

- Liaise with contracted solicitors and DVSA enforcement staff with respect to specific cases and appoint legal representation in the event of an appeal against a court decision.
- Book hearing dates at specified Magistrates' Courts, liaising between courts, Solicitors and DVSA staff.
- Liaise with relevant police forces to notify them of DVSA proceedings.
- The post holder is involved in a team meeting once a month to discuss best practice and any other team issues.

Interested? Complete your application now at: www.civilservicejobs.service.gov.uk

Person specification

Please read this section carefully before applying. We will assess your application against the evidence you have provided within your CV and personal against the Job Description and Person Specification.

Essential skills and Essential experience

- Good level of computer literacy including experience of using Microsoft Word & Excel
- Experience of administrative duties, with a good range of relevant skills.
- Experience of planning and organising own workload and a sound ability to prioritise
- High level attention to detail
- Excellent communication skills, both written and oral and an ability to communicate effectively with people at all levels
- Good quality drafting skills

Further Information:

Whilst we welcome applications from those looking to work with us on a part time basis, there is a business requirement, for the successful candidate to be able to work at least 20 hours per week.

Please note that successful applicants will be required to attend the office in [Bristol](#) or [Chadderton](#) for a minimum of two days per week if full time. This will be pro rata for part time employees.

If not already held the post holder will be required to undertake and obtain **Non-Police Personnel Vetting (NPPV)** security checks to Level 2 prior to taking up post. The post holder may also be required to undertake and obtain National Security Vetting (NSV) to Security Check (SC) level whilst in post.

To meet the Non-Police Personnel Vetting requirements, you will need to have continuously resided in the UK for a minimum of 3 years. There are occasions when this can be waived e.g. applicants who have taken a gap year and spent the time travelling, served with HM Forces/Government overseas.

Success profiles

We assess candidates using specified [Success Profiles](#).

You will be expected to demonstrate the following [Civil Service Behaviours](#) during the selection process.

- **Working Together**
- **Delivering at Pace**
- **Communicating and Influencing**
- **Managing a Quality Service**

Interviews will include a blend of [Behaviour](#) and [Strength](#) questions and a written exercise.

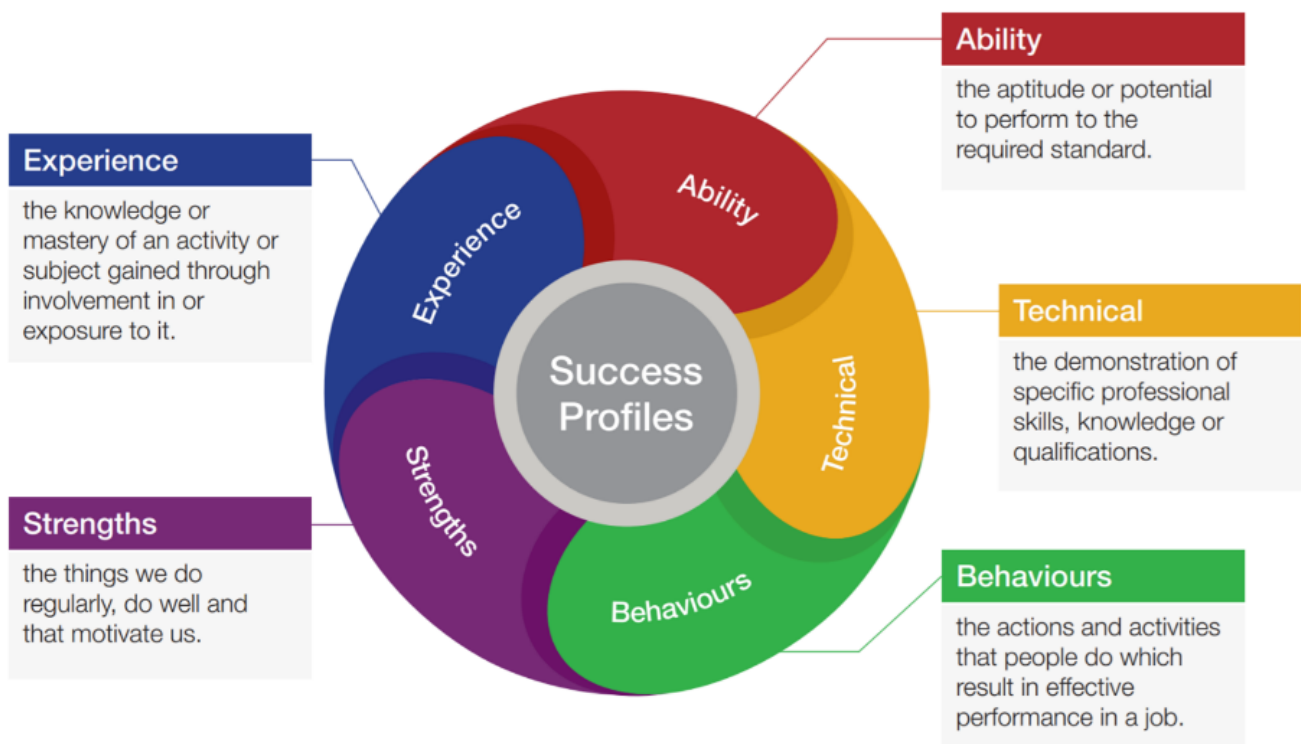
Success Profile Level 1

Success profiles

Here at The DVSA we use Success Profiles to assess applications and throughout our entire interview selection process.

Success Profiles were introduced to help attract and retain individuals from a wide range of professions to ensure a diverse and skilled workforce, in line with The Civil Service mission in becoming the most inclusive employer in the UK.

What are the elements of the Success Profile?



For further details please see [Level 1 of Success Profile Civil Service Behaviours](#)

The application process: what to expect

Application

You need to submit your application via the Civil Service Jobs website - www.civilservicejobs.service.gov.uk, you'll need to complete:

- A CV setting out your career history, with key responsibilities and achievements
- A personal statement (750 words) utilising the word count given, demonstrating your experience and suitability for the role.

Should you encounter any issues with your online application or if you have issues with the online jobs portal, please contact us (details on final page) within 48 hours.

Shortlisting

We will assess your application against the evidence you have provided within your CV and Personal statement against the Job Description and Person Specification.

All applicants will be notified of the outcome.

Interview and assessment

Interview

You will be invited to attend a panel interview to discuss of your previous experience and professional competence.

Interviews will include a blend of [Behaviour](#) and [Strength](#) questions and a written exercise.

We've designed the selection process specifically for this role.

You're encouraged to become familiar with the candidate pack, as you may be assessed against any of the criteria recorded within.

Full details of the assessment process will be made available to shortlisted candidates.

Timeline: Key dates and indicative timeline

Please note that these dates could be subject to change. The anticipated timetable is as follows:

Closing date: 5 November 2023

Shortlisting: 06 November – 08 November 2023

Interviews: From 20 November 2023

Offer: These are made in strict merit order. Regardless of the outcome, we will notify all candidates as soon as possible.

Reserve List: A merit list may be created after interviews. If you are successful at interview, you will be placed on the merit list for up to 12 months.



Find out more about working with us

If you want to learn more about what we do, our culture, and what it's like working with us, please see below.

To apply for this role, and to see other vacancies at DVSA, visit Civil Service Jobs:
www.civilservicejobs.service.gov.uk

Find out more about working with us on the Department for Transport careers website:
<https://careers.dft.gov.uk/our-dft-family/driver-vehicle-standards-agency/>

Get more information about DVSA, our work and services, at GOV.UK:
www.gov.uk/dvsa



You can also follow us on social media:



Twitter – [@dvsagovuk](https://twitter.com/dvsagovuk)



Facebook – [DVSAgovuk](https://www.facebook.com/DVSAgovuk)



LinkedIn – [Driver and Vehicle Standards Agency](https://www.linkedin.com/company/dvsa)



Driver & Vehicle
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Agency

DVSA

4th Floor, The Axis Building
112 Upper Parliament Street
Nottingham, NG1 6LP

www.gov.uk/dvsa

If you have questions about the role please contact: Laura.williams@DVSA.gov.uk

If you have problems with the online portal or application process please contact:
dftrecruitment.grs@cabinetoffice.gov.uk